

Appear Pro Hac Vice - Application to

Instructions:

Step 1 - File Application:

Select *Bankruptcy or Adversary*

Select *Motions/Applications in Bankruptcy menu; Motions in Adversary menu*

Enter case number

Verify case number is correct

Select Document Event: [Appear Pro Hac Vice](#)

Insert “Notice” if the document is titled Motion and Notice

Select Party.

- Party filer not listed, Add/Create New Party.

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Browse, verify and attach the correct pdf file.

- Add attachments, if applicable.

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Review Docket Text for accuracy

Warning!! Verify entry is correct before submitting.

Step 2 - Filing Fee: Deliver or mail funds to US District Court; make checks payable to US Courts (\$100 per applicant)